

**COMMUNITY DEVELOPMENT DEPARTMENT POLICY  
TOWN OF LOS GATOS**

Subject: Height Pole and Netting Requirements for Additions and New Construction

Approved: 

Effective Date: Adopted by the Planning Commission on July 22, 1998

Bud N. Lortz, Director of Community Development

Revised September 2002

**PURPOSE:** To provide the deciding body and concerned neighbors with a visual tool to evaluate proposed construction.

**POLICY:** Height poles and netting shall be used for the following types of applications:

- \* New residential and nonresidential buildings.
- \* Residential second story additions.
- \* Nonresidential additions exceeding 100 square feet. (exceptions may be granted by the Community Development Department based on type of work proposed).

**Timing for Installation**

Residential Second Story Additions: The height poles and netting shall be installed prior to the neighborhood notification process and shall remain in place until the project has been acted upon. If the project is appealed, the netting and ribbon shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed height poles and netting. Public notices will not be mailed until the height poles and netting are installed.

Projects that require Planning Commission/Town Council action: The height poles and netting shall be installed prior to the public noticing of the matter and shall be kept in place until the project has been acted upon and the appeal period has ended. If the project is appealed, the height poles and netting shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed height poles and netting. The application will not be advertised for a public hearing until the height poles and netting are installed.

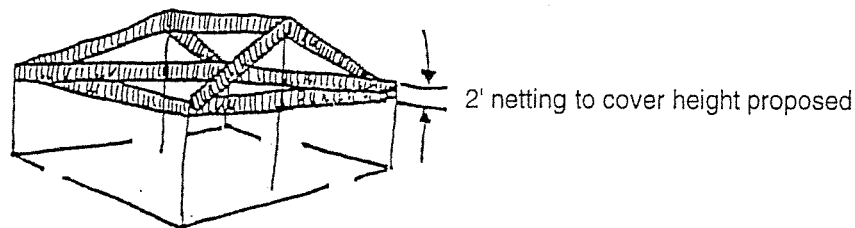
In all cases when height poles and netting are installed, the property owner shall also post a sign two (2) square feet in area stating the plans for the proposed construction are available at the Town Community Development Department and provide the date of the public hearing, if applicable (see attachment). If an appeal period is in effect, the last date for appeals should also be included. A photograph of the posted notice shall be submitted along with the photos of the height poles.

**Height Pole and Netting Instructions**

The story pole height must accurately reflect the actual height of the structure accounting for any building pad/grading alterations.

One of the height poles on each elevation must be clearly marked and labeled in 5 foot increments measured from existing or finished grade which ever creates a higher profile and consistent with plans on file at the Community Development Department.

Netting at least two feet (2') wide and made of orange woven plastic snow fencing must be erected to represent the roofline of the proposed structure/addition. Netting must be supported by height poles strong enough to accurately maintain the outline and height as shown below:



Exceptions to this policy may be granted by the Community Development Director based on either a written letter of justification from the applicant or other sufficient evidence. The Community Development Director shall only approve a waiver of the story pole requirement if exceptional circumstances exist.

**Removal:** Once a final action has been taken and the appeal period is over, the height poles and netting must be removed within 30 days. If not removed, the height poles and netting will be considered rubbish and will be in violation of Section 11.10.020 of the Town Code.

# **NOTICE**

**THE PLANS FOR THIS PROJECT  
ARE AVAILABLE FOR REVIEW  
AT THE  
TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT  
DEPARTMENT  
110 EAST MAIN STREET  
LOS GATOS**

**THE PROPOSED PROJECT WILL  
BE CONSIDERED BY THE TOWN  
PLANNING COMMISSION ON**

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**FOR MORE INFORMATION CALL THE COMMUNITY  
DEVELOPMENT DEPARTMENT: (408) 354-6872**